

# operation

## *Undergrad*



**For the 2008–2009 academic year, the Virginia Department of Alcoholic Beverage Control (ABC) will award up to \$9,000 per grant to colleges and universities that strive to develop or enhance, and implement an innovative campus and/or community-based prevention programs through coordinated enforcement, prevention, intervention, treatment and educational strategies.**

## *Operation Undergrad is ...*

... a grant program that is designed to assist Virginia colleges and universities develop and enhance initiatives related to enforcing Virginia drinking laws such as those that use enforcement, prevention and education-based strategies to successfully prevent and combat underage and high-risk drinking among college students.

Operation Undergrad is a grant program of the Virginia Department of Alcoholic Beverage Control (ABC), funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

### **How to Apply**

- Submit your grant application by Monday, June 30, 2008, 5 p.m., following the order, page limits and format specified in this brochure.
- Use the checklist provided in this brochure to ensure that your application is complete. Incomplete applications will not be considered.
- The application deadline is the date on which applications must be received by ABC; it is *not* the postmarked date. *ABC will not accept grant applications by facsimile or by e-mail.*

### **Grant Guidelines**

The Virginia Department of Alcoholic Beverage Control awards grant funding to Colleges and Universities across the state to address underage and high-risk drinking among college students. ABC will only consider applications that meet the following priorities:

1. Programs that are innovative and visionary, and that have a long lasting impact, ultimately deterring underage use, purchase, possession and sale of alcohol.
2. Establishing and encouraging partnership between campus and community organizations to enforce Virginia alcohol laws.
3. Enhancing and expanding collaborative efforts among campus law enforcement or security, local ABC agent(s) and local law enforcement.
4. Discouraging of age providers from supplying alcohol to underage individuals
5. Educating students on the legal, health and personal implications of breaking Virginia alcohol laws.

### **Time Table**

June 30, 2008	Deadline for applications due to ABC by 5 p.m.
Aug. 19, 2008	Notification of Operation Undergrad grant awards
TBA	Required attendance 23rd Annual College Conference
Dec. 7, 2008	Progress reports due to ABC by 5 p.m.
May 31, 2009	Grant cycle ends. (All funding must be spent.)
June 19, 2009	Final reports due to ABC by 5 p.m.

## Eligibility

Operation Undergrad limits eligibility to institutions of higher education in the Commonwealth of Virginia.

## The Institution of Higher Education

The institution of higher education will play the project leadership role and will receive all award checks.

## Project Administration

- The project coordinator listed on the application will be the primary contact person for Operation Undergrad.
- The project coordinator should be a staff member from your institution involved in deterring underage use, purchase, possession and sale of alcohol (i.e. law enforcement, security, substance abuse, health and judiciary).
- The project coordinator should be closely involved in the program, including development, implementation, monitoring and evaluation.
- The project coordinators must be accessible by phone and e-mail.

## Conditions of Operation Undergrad

- All publicity information, education materials, products and any materials developed for this program must have prior ABC approval. Materials must include the following acknowledgement:  
*This program is made possible through a grant funded by Office of Juvenile Justice and Delinquency Prevention (OJJDP) from the Virginia Department of Alcoholic Beverage Control (ABC). The opinions expressed in this program do not necessarily represent the views of ABC.*
- Your institution will be required to attend and bring a student team to the 23rd Annual College Conference (TBA).
- Grant requests are limited to a maximum of \$9,000. ABC reserves the right to partially fund proposals by funding discrete activities, portions or phases of a proposed program. ABC also reserves the right to make no awards or fewer awards than expected under this announcement.
- All grant recipients will receive a grant agreement that must be signed and returned prior to the disbursement of any grant funds. Funds will be disbursed in two installments, the first will be mailed in August 2008 and the second in January 2009.

## Reporting

- Operation Undergrad requires reporting on all funded programs. Institutions receiving funding under this grant are required to report all grant-related activity to ABC by **December 19, 2008** for the progress report and **June 19, 2009** for the final report.
- All reports should be formatted according to ABC's special requirements, which will be furnished upon receiving the grant award.
- Please send a final draft of all print materials produced through this grant to ABC for review before any final printing occurs. Two copies of all materials created directly or indirectly through this grant (press releases, news articles, brochures, posters, photos, etc.) are also to be included with your grant progress and final reports. When possible, please be sure to keep multiple copies in your file to be sent to ABC upon request.

## Application Checklist

Use this checklist to prepare and format your application. You do not need to include the checklist with your application. Failure to prepare and format your application correctly may lead to disqualification. Your grant application must be complete and as specific as possible.

### 1 DIRECTIONS AND FORMAT [4 PTS.]

- ☐ Black type and at least 12-point Times New Roman font
- ☐ White, letter-sized (8½ x 11 inches) paper. (No colored paper.)
- ☐ Every page is numbered, and length is within specified page limits.
- ☐ One original, signed copy and four additional unbound copies.  
Use only paper clips and rubber bands to fasten your material.  
Do not bind or staple material.

### 2 GRANT APPLICATION COVER SHEET [PROVIDED AT THE BOTTOM OF THIS PAGE]

- ☐ Fill out, sign and enclose the form at the bottom of this page.

### 3 PROJECT DESCRIPTION NARRATIVE [77 PTS. / 10 PGS. MAXIMUM]

Each of the following headings *must* be included in your grant proposal.

- ☐ **Problem Statement [10 PTS. / 2 PGS. MAXIMUM]** Describe the nature of the underage and high-risk drinking *problem* on your campus. What has been done? List current alcohol education/enforcement efforts on campus. Describe any previous grant awards and activities that demonstrate your campus's ability to carry out the proposed program; include both successes and failures. Give examples of collaboration and partnerships among agencies and community organizations.
- ☐ **Project Summary [5 PTS. / 1 PG.]** The project summary should be a clear and concise snapshot of your proposed program, its components and the *impact* it will have on your campus and why your proposal is important and necessary on your campus.
- ☐ **Project's Objective(s) [25 PTS. / 5 PGS. MAXIMUM]** Describe what you intend to accomplish through your program. Your objective(s) should be written in SMART format: *Specific* (specify one particular activity or task per objective), *Measurable* (quantify the change you intend to make), *Action-oriented* (focus on specific actions; explain this further in the action plan, below), *Realistic* (make your objective challenging yet achievable), and *Timely* (provide a time period for the completion of the activity and the comparison of data). Depending on the scope of your project, you may have one or more objectives.
- ☐ **Action Plan [10 PTS. / 2 PGS.]** Describe your plans for implementation, using your objective(s) as a basis. *Be realistic.* Include a detailed timeline, and demonstrate that you can complete the project within the funding period (July 1, 2008 through May 31, 2009).
- ☐ **Evaluation [25 PTS. / 2 PGS.]** Describe your plans for evaluation, using your objective(s) as a basis. What are the expected benefits or results of this proposed program? How will you assess the value of your proposed program? Include descriptions of all evaluation instruments you will use to evaluate the program. Enclose both quantitative and qualitative measures of evaluation.
- ☐ **Continuation Plan [2 PTS. / 1 PG.]** Describe how the proposed program will continue after the grant period is completed. Include possible or committed funds, resources and collaborations.

### 4 ATTACHMENTS A-D [19 PTS.]

These are not included in the Project Description Narrative page limit.

- ☐ **Attachment A: Project Budget [4 PTS.]** Budget items must be necessary, reasonable and allocable. This may include program planning, development, implementation and coordination; overtime law enforcement efforts; instructional materials and supplies; transportation costs; refreshments; guest speakers or presentation fees; ABC College Conference attendance; and printing, postage and media materials. ABC reserves the rights to partially fund proposals by funding discrete activities, portions or phases of proposed projects. ABC also reserves the right to make no awards or fewer awards than expected under this announcement. Grant funds may not be used for personnel salaries (FICA and Fringe benefits), consultant fees, pre- and/or post-prom parties, giveaways, graduation parties, operating expenses, indirect cost or general conference attendance expenditures, equipment, supplies and other expenses not directly related to the project.
- ☐ **Attachment B: Budget Justification [10 PTS.]** Any item listed in the budget MUST be mentioned somewhere in the project description and the budget justification. A brief justification statement must accompany the proposed budget. The justification should clearly explain why each expense is necessary for the proposed project. Terms such as "miscellaneous" and "etc." will not be accepted.
- ☐ **Attachment C: Additional Funding [2 PTS.]** Identify other related funding which has been or will be received by your department. Describe how programs and activities supported by those funds will be coordinated with those proposed in this application.
- ☐ **Attachment D: Letters of Support [3 PTS.]** Include three letters of commitment and support from existing or new partners (e.g. local law enforcement, program partners and ABC agent). All letters should address the grant goals or objectives and outcomes. The review committee will review the quality of the letters.

**The Institution of Higher Education**

Applicant name: \_\_\_\_\_

Applicant address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Federal ID number: \_\_\_\_\_

**Project Administration**

Project coordinator name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Project Description** [See detailed instructions in the application checklist.]

Project title: \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Project focus: ☐ Education ☐ Enforcement ☐ Community involvement ☐ Off-campus ☐ Other☐ Please check this box if this is a continuation grant.**Attachments A-D** [See detailed instructions in the application checklist.]☐ Attachment A: Project budget. Total amount requested (maximum \$9,000): \$ \_\_\_\_\_☐ Attachment B: Budget justification☐ Attachment C: Additional funding. Income from other sources: Cash: \$ \_\_\_\_\_ Other donations: \_\_\_\_\_☐ Attachment D: Three letters of support from different offices, agencies or organizations**Signatures** [Sign in *blue* ink, so the original can be distinguished.]

By signing the application, the *project coordinator* and *chief executive official* agree to comply with all state and federal laws, regulations and special conditions of the grant. The applicant serves as the fiscal agent for the program and therefore accepts fiscal responsibility for the funded project. The chief executive official signs on behalf of the institution of higher education.

Type/print project coordinator's name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of projector coordinator [in *blue* ink]: \_\_\_\_\_

Type/print chief executive official's name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of chief executive official [in *blue* ink]: \_\_\_\_\_**Application Submission**

Mail or hand-deliver a signed original and four unbound copies of the grant application by **Monday, June 30, 2008, 5 p.m.**, to the following address: Virginia Department of Alcoholic Beverage Control (ABC), Education Section/Operation Undergrad, 2901 Hermitage Rd., Richmond, VA 23220.

Note: The application deadline is the date on which the application must be received by ABC; it is *not* the postmarked date. ABC will not accept grant applications by facsimile or by e-mail. Repeat grant submissions *must* include a progress report detailing successes to date.

Please call (804) 213-4467 with any questions.

# Applications are due June 30, 2008! More details inside...